



# WORK STUDY PROGRAM – POSITION DESCRIPTION FORM

## Personnel Department: Contingent Workforce Programs

JOB # 26-2009

Department	Human Services	Number of Positions	1	Wage	\$18.77
Job Title	Accounting Technician I	Location	700 5 <sup>th</sup> Avenue, Suite 5800, Seattle WA 98104		
Start Date	Oct 2009	End Date	June 2010	Work Scheduled Between	8:00 AM 4:00 PM
Minimum	15	Hours/Week	and Maximum	19	Hours/Week
Summer Schedule _____ Hours/Week					
Special Work Scheduling Requirements _____					

**SUMMARY OF WORK TO BE PERFORMED:** Perform the day to day processing of accounts payable transactions.

**DUTIES STATEMENT:** Describe the work in detail. List duties in their order of importance and include in the left column an estimate of the percentage of work for each duty.

% of time 95	1)	Processing payments for vendor invoices. Search information in financial system. Assist with reconciling vendor statements. Updating various logs in excel. May be assigned various accounts payable duties and work on special projects.
5	2)	General office responsibilities such as filing and mail distribution within unit.
	3)	
	4)	
	5)	

**EDUCATIONAL BENEFITS TO BE DERIVED BY WORK STUDY EMPLOYEE:**

Employee will attain basic invoice processing skills, hands on experience in a large and complex financial system, and learn basic reconciliation skills.

**MINIMUM QUALIFICATIONS:** Education, skills, abilities, and/or experience sought. Please explain.

Basic accounting skills, ability to maintain a high level of accuracy in preparing and entering high volume financial information, 10 key skills, computer skills including an ability to operate computerized accounting, spreadsheet, word processing programs, and e-mail at a medium to high proficiency level, time management skills, effective organizational skills, and effective communication skills,

Must have work study funding through college financial aid package (proof required).

**DESIRED QUALIFICATIONS:**

Student taking accounting classes.

Should be self-motivated, ability to work in a team environment, and multi-task. Possess cultural awareness and sensitivity. Be flexible, respectful, honest, and trustworthy.

**DESCRIBE ANY TRAINING REQUIRED AFTER EMPLOYEE IS HIRED:**

Employee will be trained on invoice processing policies, procedures, and utilizing financial system.

**Application Instructions:**

Send your resume and school's referral/authorization form (it should have your work study award amount as well as your work eligibility dates) to [cwp@seattle.gov](mailto:cwp@seattle.gov) or fax to 206-684-5809. \*\*Include the position title, job # (26-2009), department, and your e-mail address. **Please do not apply until you have a 2009-10 work study referral/authorization form from your college/university.**

Positions are open until filled so apply as soon as you receive your 09-10 academic year work study form.

We only hire students with WA State work study funding. Questions? Call 206/684-8088.